

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

(Data provided will be loaded on the LCDP website to be used by the program participants.)

Details of Developmental Assignment

1. **Title of Assignment:** Budget Analyst
2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band): GS-14, ZA-IV
3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): NOAA Budget, Corporate Financial Management Division (CFMD)
4. **Timeframe** (expected start date, duration, any known time dependencies): August-November 2008
5. **Assignment Description** (include goals/objectives/expected outcomes):

Background: The Corporate Financial Management Division (CFMD) serves as the central point for managing and coordinating budgetary and financial management activities for NOAA Corporate-level offices, including the Office of the Under Secretary and executive staff offices. CFMD is responsible for the formulation and execution duties that include preparing and justifying the Corporate-level budget; managing NOAA agency-wide costs to the Department and other external entities; providing guidance and oversight on budgetary matters; developing allocations of resources; and recommending budget and financial management policy for Corporate offices.

Developmental Opportunity: This developmental opportunity will focus on the budget formulation and execution of NOAA Corporate Service resources. The participant will be able to understand and use the following NOAA/DOC business systems to accomplish work assignments, including Commerce Business System (CBS), Management and Reporting System (MARS), CasaNOSA, PIRS, Monument, E2E. As a member of the CFMD team, the participant will develop and execute the FY 2009 spend plan, and formulate and present the FY 2010 OMB budget by using the Appropriation Process. This includes determining, managing, and controlling funds provided through the appropriations process. The participant will also be able to execute and allocate FY 2008 resources effectively and efficiently to meet NOAA mission objectives. The participant will research, analyze and interpret financial data and trends as well as, prepare/review reports and budget justifications

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that clearly document program gaps, alternatives and options. Present analyses that are concise and clear to targeted audiences. Participate with higher-level analysts in performing various functions such as budget exhibits and material that are used for reporting purposes. This developmental assignment will expose the participant to a variety of other CFMD functions, including the PPBES process for the Financial Services Program, management of NOAA-wide costs, and briefings to NOAA and DOC management officials.

6. **Potential Benefit to LCDP Participant** (e.g., leadership competencies/skills to be used. Incumbent will develop an expansive knowledge of NOAA Corporate Services and understand the priorities of NOAA Headquarter Budget Office and Staff Offices.

Leading Change

Continual Learning – The LCDP participant will be able to grasp the essence of new information; masters new technical and business knowledge; recognizes own strengths and weakness; pursues self-development; seeks feedback from others and opportunities to master new knowledge.

Results Driven

Accountability – The LCDP participant will be able to assure that effective controls are developed and maintained to ensure the integrity of the organization. Hold self accountable for rules and responsibilities. Ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluate plans; focuses on results and measuring attainment of outcomes.

Decisiveness – The LCDP participant will exercise good judgment by making sound and well-informed decisions; perceives the impact and implication of decisions; makes effective and timely decision, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented

Problem Solving – The LCDP participant will identify and analyze problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

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Customer Service – The LCDP participant will balance interest of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meet the need of clients; achieves quality end-products; is committed to continuous improvement of services.

Building Coalitions

Oral Communication – The LCDP participant will make clear and convincing oral presentations to individuals or groups; listen effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Partnering – The LCDP participant will develop networks and build alliances, engages in cross functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.

Written Communication – The LCDP participant will express facts and ideas in writing in a clear, convincing and organized manner.

7. **Any other considerations, special requirements or comments:** Detailee should possess the following:
 - Interest in learning the Federal budget process
 - Critical analytical skills
8. **Assignment Supervisor** (name, position): Sherry Morrisette, Chief, CFMD
9. **Assignment Contact Person** (name and email address): Sherry Morrisette, sherry.l.morrisette@noaa.gov

Please send completed form to LCDP.ProgramManager@noaa.gov.

Thank you!